



# Town of North Andover

Machine Shop Village Neighborhood Conservation District Commission  
1600 Osgood Street North Andover, MA 01845

## Application For EXCLUSION From Certificate to Alter

*Certain alterations are excluded from review by the Machine Shop Village Neighborhood Conservation District Commission in accordance with the Bylaw. Applicants for exempt projects must fill out the form below and submit to the Commission Chairperson (contact info below).*

Date: \_\_\_\_\_

Contact Name & Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_

Project Description (attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_

### Exclusion From Review Requested For:

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Interior Alterations   | existing conditions including materials, design and dimensions.  |
| <input type="checkbox"/> 2. Storm windows and doors, screen windows and doors.                       | <input type="checkbox"/> 9. Replacement of existing substitute doors, substitute siding or substitute windows with new materials that are substantially similar to the existing condition.                                       |
| <input type="checkbox"/> 3. Removal, replacement or installation of gutters and downspouts.          | <input type="checkbox"/> 10. Replacement of original fabric windows or doors with substitute windows or doors that maintain the architectural integrity with respect to form, fit and function of the original windows or doors. |
| <input type="checkbox"/> 4. Removal, replacement or installation of window and door shutters.        | <input type="checkbox"/> 11. Reconstruction, substantially similar in exterior design, of a building, damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within one year thereafter.   |
| <input type="checkbox"/> 5. Accessory buildings of less than 100 square feet of floor area.          |  |
| <input type="checkbox"/> 6. Removal of substitute siding.  |  |
| <input type="checkbox"/> 7. Alterations not visible from a public way.                               |  |
| <input type="checkbox"/> 8. Ordinary maintenance and repair of architectural features that match the |  |



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For Items 9, 10 or 11, provide the following documentation:

- \_\_\_\_ Photos/drawings of existing doors, windows or siding, as applicable
- \_\_\_\_ Description/Catalog Cuts of proposed materials to be used for doors, windows or siding
- \_\_\_\_ Plan and elevation of reconstruction for Item 11

**Determination:**

*This project is determined to be*

- ☐ *exempt*
- ☐ *not exempt*

*from review by the Machine Shop Village Neighborhood Conservation District Commission. Projects that are not exempt must complete the Application for Certificate to Alter, available from the Building Department and be reviewed by the Commission.*

*Determination made by:*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Neighborhood Conservation District Commission*

\_\_\_\_\_  
*Date*